



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors

GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
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MICHAEL D. ANTONOVICH
Fifth District

June 19, 2001

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AWARD OF CONTRACT FROM THE CALIFORNIA DEPARTMENT OF EDUCATION
(ALL DISTRICTS) (3-VOTES)**

JOINT RECOMMENDATION THAT YOUR BOARD:

1. Approve and instruct the Mayor to sign the attached contract with the California Department of Education/Child Development Division (CDE/CDD), in the amount of \$249,000 for the period of January 1, 2001 through June 30, 2002. This contract will support the Child Care Planning Committee's effort to implement a Centralized Eligibility List (CEL).
2. Authorize the Chief Administrative Officer to act as the agent for the County to execute any amendments as may be deemed necessary to implement this contract.

PURPOSE OF RECOMMENDED ACTION

The Child Care Planning Committee currently operates in accordance with the mandates set forth in Section 8499.5 of the *Education Code*. The *Education Code* requires local child care planning committees to "design a system to consolidate local child care waiting lists." This contract will make it possible for the Child Care Planning Committee to move from "designing a system" to actually "implementing a CEL." An effective CEL will facilitate eligible families access to the full-range of subsidized child care services and provide reliable information on the unmet need for such services.

This project is consistent with the County's goals related to service excellence, organizational effectiveness and child and family well-being. A CEL will provide the public with easy access to quality information on subsidized child care and development services. In addition, the CEL project will promote a service delivery system that is efficient, effective, and integrated.

JUSTIFICATION

Formal approval of this contract by your Board is required to receive financial support from CDE/CDD. A CEL will facilitate income-eligible families' access to the full-range of subsidized child care services, minimize the administrative burden on individual organizations funded by the CDE, and provide more accurate information on the unmet need for subsidized child development services in Los Angeles County.

FISCAL IMPACT

This award will provide \$249,000 to support the development of an Internet-based CEL, including: Consultant services; project outreach materials development and distribution; travel and training; software development and/or purchase; and hardware purchases.

This contract with CDE/CDD is for a maximum reimbursable amount of \$249,000, and includes \$10,000 from the local Child Care Planning contract. The appropriation for this contract will be included in the Chief Administrative Office Adopted Budget for 2001-2002.

FACTS AND PROVISIONS

The CEL awards were made on a competitive basis by CDE/CDD, and the release of contracts to successful applicants was delayed due to an appeal. As a result, the original 18-month implementation period of January 1, 2001 to June 30, 2002, has been reduced by six months. The Child Care Planning Committee is aware of the delay, and is prepared to launch the project immediately upon approval.

IMPACT ON CURRENT SERVICES

There are 159 agencies funded by CDE/CDD to provide subsidized child care and development services to children from income-eligible families in Los Angeles County. Each of these agencies is required to maintain their own eligibility list. The child care needs assessment conducted by the Child Care Planning Committee and adopted by your Board in August 2001, identified over 98,000 children on eligibility lists in Los Angeles County. Under the current system, each agency is required to dedicate staff time to maintaining eligibility lists. Agencies administering multiple programs frequently maintain multiple eligibility lists. Parents are encouraged to improve their chances for securing subsidized child care services by adding their names to as many lists as possible, and are then expected to comply with the various agency policies to remain current on each list. The potential for duplication among lists, plus the variability in agency policies related to managing eligibility lists, makes it extremely difficult to document the unmet demand for subsidized child care services.

The Child Care Planning Committee intends to develop an Internet-based CEL system that will:

- Streamline access to the full-range of subsidized child care services for all eligible families in Los Angeles County.
- Reduce the administrative burden on individual agencies who have historically been charged with managing eligibility lists, many of which include over 2,000 eligible children.
- Provide unduplicated and current information on the number of eligible children in need of subsidized child care and development services.


The project will engage the services of a consultant to bridge technology and child care service sectors. At least ten, or 16 percent of the organizations that currently hold contracts with CDE/CDD, will participate in the launching of the CEL Pilot Project in Los Angeles County. By June 2002, 80 organizations, or 50 percent local CDE/CDD contractors, will be participating in the CEL. Additional agencies will be recruited and included thereafter.


CONCLUSION

Two signed/stamped copies of the contract should be returned to:

- Chief Administrative Office, Service Integration Branch, 222 South Hill Street, 5th Floor, Los Angeles, California 90012. Copies will be forwarded to the Child Development Division, as required.

Respectfully submitted,


DAVID E. JANSSEN
Chief Administrative Officer


BONNIE BAILER, Chair
Child Care Planning Committee

DEJ:WK
KMS:sg

Attachment (1)

c: Auditor-Controller

STANDARD AGREEMENT—

APPROVED BY THE
ATTORNEY GENERAL

D. 2 (REV. 5-91)

CONTRACT NUMBER

0296

AM NO.

TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER

95-6000927

THIS AGREEMENT, made and entered into this 1st day of January, 2001,

In the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE

AGENCY

Superintendent of Public Instruction

California Department of Education

. hereafter called the State, and

CONTRACTOR'S NAME

Los Angeles County Board of Supervisors

. hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials as follows: (Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)

I. STATEMENT OF WORK:

Contractor will participate in the Centralized Eligibility List (CEL) Pilot Project in accordance with Attachment A, which is attached hereto and by this reference incorporated herein.

APPROVED AS TO FORM
LLOYD W. PELLMAN, County Counsel
BY *Lloyd W. Pellman*
DEPUTY

CONTINUED ON _____ SHEETS, EACH BEARING NAME OF CONTRACTOR AND CONTRACT NUMBER.

The provisions on the reverse side hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereon, upon the date first above written.

STATE OF CALIFORNIA		CONTRACTOR	
AGENCY	California Department of Education	CONTRACTOR (If other than an individual, state whether a corporation, partnership, etc.)	Los Angeles County Board of Supervisors
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING	Gary Garnas	PRINTED NAME AND TITLE OF PERSON SIGNING	
TITLE	Director, Fiscal and Administrative Services Division	ADDRESS	500 West Temple Street, Los Angeles, CA 90012
AMOUNT ENCUMBERED BY THIS DOCUMENT	\$ 249,000.00	PROGRAM/CATEGORY (CODE AND TITLE)	CDD Centralized Waiting List
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT	\$	FUND TITLE	General
TOTAL AMOUNT ENCUMBERED TO DATE	\$ 249,000.00	(OPTIONAL USE)	0156/24142 (P999-00)
		ITEM	CHAPTER
		6100-196-0001	52
		STATUTE	FISCAL YEAR
		2000	00/01
		OBJECT OF EXPENDITURE (CODE AND TITLE)	702
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	
<u><i>Shirley A. Garcia</i></u>		MAR 20 2001	
<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> STATE AGENCY	<input type="checkbox"/> DEPT. OF GEN. SER.	<input type="checkbox"/> CONTROLLER

Department of General Services
Use Only

II. PERIOD OF PERFORMANCE:

The term of this agreement shall be from **January 1, 2001** to and including **June 30, 2002**.

Should the contractor begin work in advance of receiving notice that the contract is approved as above provided, any work performed in advance of the said date of approval shall be considered as having been done at the contractor's risk as a volunteer unless said contract is so approved.

III. COST AND PAYMENT:

- A. In consideration of the performance of the foregoing in a satisfactory manner, the state agrees to pay the contractor an amount not to exceed **\$249,000.00**. Said amount will be computed in accordance with the budget set forth in Attachment A.
- B. Payments will be made in arrears on a monthly basis upon receipt of an itemized invoice and a progress report of activities performed during the invoice period. The State shall retain out of each payment an amount equal to ten percent (10%) thereof, pending satisfactory completion of the entire project. The State shall make final payment upon completion and acceptance of work.
- C. To obtain payment, the contractor shall submit an itemized invoice in duplicate to:

**California Department of Education
Child Development Division
560 J Street, Suite 220
Sacramento, CA 95814
ATTN: Cecilia Fisher-Dahms**

IV. NONDISCRIMINATION CLAUSE:

The sheet marked "Nondiscrimination Clause" is attached hereto and by this reference incorporated herein.

V. PROJECT MONITOR:

The California Department of Education assigns **Cecelia Fisher-Dahms (916-322-4883)** as state project monitor to oversee this project. Said monitor is not authorized by the state to make any commitments or make any changes which will affect the price, terms or conditions of this agreement without a formal contract amendment.

VI. CONTRACT AMENDMENTS:

This agreement may be amended with mutual consent of both parties, and the approval of the Department of General Services if required by state law or policy.

VII. 30 DAY TERMINATION NOTICE:

The CDE may terminate this agreement by giving 30-calendar day's advance written notice.

VIII. CONTRACTOR EXPENDING STATE FUNDS:

Contractor shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment under this contract.

IX. MATERIALS DEVELOPED UNDER THE TERMS OF THIS AGREEMENT:

All materials developed under the terms of this agreement shall be considered a work made for hire. The State, therefore, reserves the exclusive right to copyright and publish, disseminate, and otherwise use the material developed under the terms of this agreement in whatever way it deems appropriate.

Any material that is not acceptable to the state may be rejected by the State at its discretion. Notice of such a rejection shall be given to the contractor by the state within ten (10) days of receipt of the materials, and final payment shall not be made for such material until substantial compliance has been obtained within the time and manner determined by the State.

X. DISPOSITION OF EQUIPMENT:

Equipment purchased under the provisions of this agreement is the property of the State and shall be used for its intended purpose during the term of this agreement. An inventory of all equipment purchased under this agreement shall be maintained. After the term of this agreement, the equipment shall be disposed of in accordance with instructions from the CDE.

XI. COMPUTER SOFTWARE COPYRIGHT COMPLIANCE:

By signing this agreement, the contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

XII. RECYCLED PAPER CERTIFICATION:
(Public Contract Code Section 10308.5/10354)

The contractor agrees to certify in writing to the CDE, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both postconsumer material and secondary material as defined in Public Contract Code Sections 12161 and 12200, in materials, goods or supplies offered or products used in the performance of the contract, regardless of whether the product meets the required recycled product percentage defined in Sections 12161 and 12200. The contractor may certify that the product contains zero recycled content.

XIII. DRUG-FREE WORKPLACE CERTIFICATION:

By signing this contract, the contractor hereby certifies under penalty of perjury under the laws of the state of California that the contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violation, as required by Government Code Section 8355 (a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 (b) to inform employees about all the following:
 - 1. the dangers of drug abuse in the workplace;
 - 2. the person's or organization's policy of maintaining a drug-free workplace;
 - 3. any available counseling, rehabilitation and employee assistance programs; and
 - 4. penalties that may be imposed upon employees for drug abuse violations.
- C. Provide, as required by Government Code Section 8355 (c), that every employee who works on the proposed contract:
 - 1. will receive a copy of the company's drug-free policy statement; and
 - 2. will agree to abide by the terms of the company's statement as a condition of employment on the contract.

Failure to comply with these requirements may result in suspension of payments under the contract or termination of the contract or both and the contractor may be ineligible for award of any future state contracts if the CDE determines that any of the following occurred; (1) the contractor has made false certification or (2) the contractor violates the certification by failing to carry out the requirements as noted above.

XIV. AMERICANS WITH DISABILITIES ACT (ADA):

By signing this contract, the contractor assures the CDE that it shall comply with the American with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability as well as all applicable federal and state laws and regulations, guidelines and interpretations issued thereto.

XV. UNION ORGANIZING AND ACTIVITIES:

A. Contractor by signing this agreement hereby acknowledges the applicability to this agreement of Government Code Section 16645 through Section 16649.

1. Contractor will not assist, promote or deter union organizing by employees performing work on a state service contract, including a public works contract.
2. No state funds received under this agreement will be used to assist, promote or deter union organizing.
3. Contractor will not, for any business conducted under this agreement, use any state property to hold meetings with employees or supervisors if the purpose of such meetings is to assist, promote or deter union organizing, unless the state property is equally available to the general public for holding meetings.
4. If the contractor incurs costs or makes expenditures to assist, promote or deter union organizing, the contractor will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs. The contractor shall provide these records to the Attorney General upon request.

B. Contractor hereby certifies that no request for reimbursement or payment under this agreement will seek reimbursement for costs incurred to assist, promote or deter union organizing.

XVI. FINAL APPROVAL:

This agreement is of no force or effect until approved by the Department of General Services.

NONDISCRIMINATION CLAUSE


1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

ATTACHMENT A
Standard Agreement No. 0296
Los Angeles County Board of Supervisors

**APPLICATION FOR MANAGEMENT BULLETIN #00-22
CENTRALIZED ELIGIBILITY LIST (CEL) PILOT PROJECT**

Submit six copies in accordance with the
instructions in Management Bulletin #00-22.

APPLICATION RECEIPT DATE:
December 8, 2000
by
5:00 p.m.

A. IDENTIFICATION County Los Angeles Legal Entity LA County Board of Supervisors Child Care Planning Committee Agency Address 222 South Hill Street, 5th Floor City & Zip Los Angeles, CA 90012		Contact Person for this Application Kathleen Malaske-Samu LPC Contract Number FLPC-0018 Phone Number (213) 974-2440 Fax Number (213) 217-5106														
B. TYPE OF REQUEST Check which one applies: <input checked="" type="checkbox"/> Have a CEL plan, applying for funds to implement plan. CEL plan is attached. <input type="checkbox"/> Have an operational CEL system, requesting funds to maintain, improve, or expand the system. Description of CEL system and how funds will be used is attached.		C. AMOUNT OF FUNDS BEING REQUESTED <div style="text-align: center;">\$ 249,000</div> <hr/> • This amount should match the "Amount Needed" in box C on ATTACHMENT ONE: PROJECTED CEL PILOT PROJECT BUDGET.														
D. SUMMARY OF PARTICIPATING AGENCIES ___ 0 Number participating in the CEL system ___ 7 Number ready to participate in the CEL system ___ 0 Number not contacted or unsure ___ 0 Number not willing to participate 7+ TOTAL NUMBER OF AGENCIES IDENTIFIED IN CEL PLAN • These numbers should correspond to the list identified in item 4b of Management Bulletin #00-22, page 6. All 159 agencies have been contacted. 7 will participate in the pilot.		E. TYPE OF TECHNOLOGY <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Networked <input type="checkbox"/> Central Computer <input type="checkbox"/> Other: _____														
F. COUNTY DESIGNATION Use ATTACHMENT FOUR to identify your county:	<table border="0" style="width:100%;"> <tr> <td colspan="2">REGION:</td> <td><input type="checkbox"/> 7 San Joaquin Valley</td> <td rowspan="4">DENSITY:</td> </tr> <tr> <td><input type="checkbox"/> 1 North Coast</td> <td><input type="checkbox"/> 4 Bay</td> <td><input checked="" type="checkbox"/> 8 Los Angeles</td> </tr> <tr> <td><input type="checkbox"/> 2 Northeastern</td> <td><input type="checkbox"/> 5 South Coast</td> <td><input type="checkbox"/> 9 South Eastern</td> </tr> <tr> <td><input type="checkbox"/> 3 Capitol</td> <td><input type="checkbox"/> 6 Delta Sierra</td> <td><input type="checkbox"/> 10 Inland Empire</td> </tr> </table>			REGION:		<input type="checkbox"/> 7 San Joaquin Valley	DENSITY:	<input type="checkbox"/> 1 North Coast	<input type="checkbox"/> 4 Bay	<input checked="" type="checkbox"/> 8 Los Angeles	<input type="checkbox"/> 2 Northeastern	<input type="checkbox"/> 5 South Coast	<input type="checkbox"/> 9 South Eastern	<input type="checkbox"/> 3 Capitol	<input type="checkbox"/> 6 Delta Sierra	<input type="checkbox"/> 10 Inland Empire
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<input type="checkbox"/> 2 Northeastern	<input type="checkbox"/> 5 South Coast	<input type="checkbox"/> 9 South Eastern														
<input type="checkbox"/> 3 Capitol	<input type="checkbox"/> 6 Delta Sierra	<input type="checkbox"/> 10 Inland Empire														
G. CERTIFICATION I hereby certify that I agree to participate in testing the standard data elements, system procedures, and pilot requirements. I further agree to participate in the CEL pilot evaluation. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;">  Signature of Authorized Agent </div> <div style="width: 55%; text-align: center;"> Chair, Los Angeles County Child Care Planning Committee </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 40%;"> Bonnie Bailer Printed or typed Name of Authorized Agent </div> <div style="width: 55%; text-align: center;"> 12/6/00 Date </div> </div>																

**CHILD CARE PLANNING COMMITTEE
CONSOLIDATED ELIGIBILITY LIST WORK GROUP**

WORK PLAN

Work Group Chair: Ellenor Hodson, Pomona Unified School District

Introduction

The Consolidated Eligibility List Work Group of the Child Care Planning Committee met from June through September 2000, to develop a Work Plan to design a Centralized Eligibility List (CEL) for subsidized child care services in Los Angeles County.

Work Group members who attended most or all of the meetings represented a cross-section of child care contractors/providers, as well as advocacy groups and clients. A full range of expertise in electronic systems was represented, ranging from persons working in MIS roles to others with minimal knowledge about electronic databases. A roster of all who attended is attached to this Work Plan.

Within Los Angeles County, there are 159 organizations administering subsidized child care funds from the Child Development Division. Given this large number of stakeholders, the Work Group chose to "go slow in order to go fast," believing that by moving cautiously and being inclusive in the planning phase, broad-based support for an effective CEL could evolve. Consequently, the Work Group placed a special emphasis on communication and education about CELs.

The Work Plan defines its overall objective, describes the activities required to attain the objective, the strategies to be used, and the tasks necessary to successfully complete all the activities. Time lines and responsibilities for the tasks are included in the Work Plan detail. The availability of funding would move the Work Group from planning to implementation and would sustain the momentum that the Work Group has developed.

To summarize key elements of the plan:

- during the pilot phase, the CEL system will operate as a project of the Child Care Planning Committee, with support from the Service Integration Branch of the Chief Administrative Office.
- at the onset of the pilot project, at least seven agencies will be participating. Within 18 months, the CEL system will be sufficiently refined to engage at least 80 or 50 percent of the contractors in Los Angeles County.
- during the pilot phase, data will enter the CEL through the participating agencies. Within 12 months, other service agencies will be able to enter data on eligible families.
- participating agencies will have access to data on individual families and the Child Care Planning Committee will be able to access aggregate information for the purpose of understanding child care demand and CEL operational issues.

- an internet-based system is being proposed.
- the specifications for hardware and software to be purchased will be finalized within the first three months of the project. The Work Group has reviewed both KinderTrac and NoHoCare- Centralized Eligibility List software. We are currently compiling the results of a contractor survey regarding their current practices and hardware.
- the Work Group will continue to research opportunities for ongoing funding.
- the anticipated outcomes of a CEL are improved access to subsidized child care and development services for eligible families, reduced administrative burden for participating families and unduplicated information on eligible families seeking services.
- Pilot Project will demonstrate that a centralized system is possible and beneficial to both families and program administrators.

The Work Plan also identifies the individuals, agencies, and/or organizations that will be involved in the various activities, with responsibility assignments for communicating with them.

Our size, the number of contractors and scope of unmet need for subsidized child care in Los Angeles County present very real challenges to the successful implementation of a local Centralized Eligibility List. None of those challenges, however, are new to the CEL Work Group members. Because Los Angeles County is home to over one third of California's residents, a successful CEL in this County would have significant impact.

CHILD CARE PLANNING COMMITTEE CENTRALIZED ELIGIBILITY LIST WORK PLAN

ID	Task Name	Duration	Start	Finish	Lead & Support	
1	Research	18 days	Mon 11/13/00	Wed 12/6/00		
2	Contact counties w/ functioning CELs	14 days	Mon 11/13/00	Thu 11/30/00	Wk. Gp	Completed
3	Prepare summary report on functioning CELs	4 days	Thu 11/30/00	Tue 12/5/00	H. King	In process
4	Contact all LA County contractors for info	7 days	Mon 11/27/00	Tue 12/5/00	Staff	Completed
5	Prepare summary of contractor surveys	3 days	Mon 12/4/00	Wed 12/6/00	Staff	Completed
6	Collect input from stakeholders	1 day	Thu 11/30/00	Thu 11/30/00	Wk. Gp	In process
7	Pilot Project Selection	1 day	Thu 11/30/00	Thu 11/30/00		
8	Identify interested agencies	1 day	Thu 11/30/00	Thu 11/30/00	E. Hudson	7 agencies
9	Select participants	1 day	Thu 11/30/00	Thu 11/30/00	Wk Gp	
10	Selection of System	109 days	Wed 11/15/00	Mon 4/16/01		This secti
11	Research software & make recommendations	53 days	Wed 11/15/00	Fri 1/26/01	E. Jackson,Wk Gp	In process
12	Confirm that data elements are consistent w/ CDD	12 days	Wed 11/15/00	Thu 11/30/00	H.King	
13	Recruit Consultant to facilitate implementation of CEL	24 days	Tue 1/2/01	Fri 2/2/01	Staff,Wk Gp	Dependen
14	Explore options for low-cost equip. for contractor	65 days	Fri 12/15/00	Thu 3/15/01	M. Hruby,E. Jackso	Based on
15	Plan how to transferr existing data to new system	18 days	Thu 2/1/01	Mon 2/26/01	E. Shaffer,M. Hruby	Related to
16	Install, test debug system w/ pilot participants	22 days	Fri 3/16/01	Mon 4/16/01	Consult.,Wk Gp,Pilc	
17	Communication/Education	285 days	Mon 11/13/00	Fri 12/14/01		
18	Establish public relations and education channels	285 days	Mon 11/13/00	Fri 12/14/01	E. Hodson,H. King,I	Task initia
19	Have contact pt. & website to provide information	2 days	Wed 3/14/01	Thu 3/15/01	M. Hruby,Staff	Flyer has
20	Convene contractor meetings	73 days	Wed 11/15/00	Fri 2/23/01	Consult.,Wk Gp	
21	Implementation	280 days	Mon 6/4/01	Fri 6/28/02		
22	Develop plan to seek ongoing funding	271 days	Mon 6/4/01	Mon 6/17/02	Wk Gp	We focus
23	Develop training program for all contractors	161 days	Mon 11/5/01	Mon 6/17/02	Consult.,Wk Gp	
24	Develop rollout plan -- full implementation	110 days	Mon 1/28/02	Fri 6/28/02	Consult,Wk Gp	
25	Evaluation	450.5 days	Mon 4/2/01	Mon 12/23/02		
26	Establish standards by which to measure CEL success	0.5 days	Mon 4/2/01	Mon 4/2/01	Consult,Wk Gp	
27	Monitor contractor progress & satisfaction	205 days	Mon 4/16/01	Fri 1/25/02	Consult.,Wk Gp	monthly re
28	Develop post-implemenation evaluation process	130 days	Tue 6/25/02	Mon 12/23/02	Consult,Wk Gp	

Objective

The objective of this Work Plan is to design a plan that will lead to the development of a CEL for subsidized child care services. The CEL is intended to simplify access to subsidized child care services for eligible families and improve the efficiency of administering organizations. The Work Plan will serve as a "roadmap," charting a course to successful implementation of a CEL for Los Angeles County, and identifying the tasks required to develop the List.

Definition

A centralized eligibility List (CEL) is defined as a centralized database of unduplicated information about families who may qualify for subsidized child care.

Approach

There will be six major activities involved in developing a CEL for Los Angeles County, including:

Research	Pilot Participant Selection
Design/Selection of System	Communication/Education
Implementation	Evaluation

There are numerous specific tasks within each of these activities. The Work Plan identifies those tasks, the strategies required to accomplish them, expected timelines, funding requirements and strategies, and responsibility assignments. Many of the tasks will be accomplished concurrently, rather than chronologically; their order in this Work Plan may not represent their actual sequence.

Research

Task 1: Contact counties with up-and-running CELs to obtain information about their systems, what works and what doesn't, suggested software, how they implemented their systems, how they brought participants in, current participants, how they use CEL data in reporting, if they conducted surveys or interviews as part of development, confidentiality issues, technology required, purge routines used, unexpected benefits from the CEL, etc. In addition, ask if individual or representative will be willing/able to participate in a panel at meeting of contractors in January 2001 (see Communication/Education, Task 3).

b. Develop interview questions.

Ask Fran Kipnis to review the questions and consider/incorporate any suggestions.

- Timeline: Complete by 10/30/00
- Responsibility: Ellenor Hodson
- Status: Completed

c. Use existing list of CEL systems and contacts to identify who will be called.

Check with Fran Kipnis regarding possible CEL contacts in other states.

- Timeline: Complete by 10/30/00
- Responsibility: Ellenor Hodson
- Status: Completed

d. Prepare report format for interviewers are to use after each interview is completed.

These reports will be used to prepare the final overall report of research findings.

- Timeline: Complete by 10/15/00
- Responsibility: Ellenor Hodson
- Status: Completed

e. Make calling assignments (who will call the CEL contacts).

- Timeline: Completed 10/15/00
- Responsibility:

Alameda County	Rosa Arevalo
Kern County	Dolores Meade
Napa County	Bill Ewing
Orange County	Jan Shively
Placer County	Ellenor Hodson
San Diego County	Jan Shively
San Mateo County	Mary Hruby
Solano County	Erin Shaffer

f. Call/write to CEL contacts to set up phone interview appointments. Request any materials (participating contractors and what their programs are, communication pieces, implementation process, system screens, etc.).

- Timeline: Complete by 10/30/00
- Responsibility: Per step e. above
- Status: Completed

g. Mail interview questions to CEL contacts.

- Timeline: Complete by 11/5/00
- Responsibility: Per step e. above
- Status: Completed

h. Conduct telephone interviews.

- Timeline: 11/15/00-11/30/00
- Responsibility: Per step e. above
- Status: Completed

i. Prepare reports on interviews, using format created (step b.).

- Timeline: Complete by 12/15/00
- Responsibility: Per step e. above
- Status: In-process

j. Prepare final report.

- Timeline: Complete by 1/5/01
- Responsibility: Helen King, Ellenor Hodson
- Status: In-process

Task 2: Contact all Los Angeles County contractors for information on their lists, their interest in CEL, and their interest in participating in the pilot.

Strategy: Collect information through a written survey. It will be very brief (one page maximum) asking for basic information such as data elements currently used, how often their lists were used in the last 12 months, equipment used, interest in participating in pilot, confidentiality policies, issues in converting CEL versus keeping their own current system, what data they would like to have that they do not currently collect and how it would be used, what format their data is in now (cards, electronic, combination). Ask if they are willing to be interviewed in more depth about this topic.

a. Develop survey. Request input from Fran Kipnis on questions to ask.

- Timeline: Complete by 10/15/00
- Responsibility: Ellenor Hodson
- Status: Completed

b. Create cover letter for survey, to include CEL description, advantages of a CEL, reason for survey, invitation to participate in pilot – education and public relations. Include requested return date – not more than two weeks from distribution date.

- Timeline: Complete by 10/15/00
- Responsibility: Ellenor Hodson, Kathy Malaske-Samu
- Status: Completed

c. Distribute survey to contractor executives. Ask larger organizations to advise their members about the survey and request they fill it out and return it promptly.

- Timeline: Complete by 10/25/00
- Responsibility: Kathy Malaske-Samu
- Status: Task was completed mid-November.

- d. Follow up on non-responses, and follow up to clarify and further discuss responses as needed.

- Timeline: 11/5/00-12/11/00
- Responsibility: Staff
- Status: Task was completed at the end of November

- e. Prepare final report.(See Attachment A4 for interim report.)

- Timeline: Complete by 12/15/00
- Responsibility: Ellenor Hodson, Helen King
- Status: Interim data is included in this proposal Final report is being compiled.

Task 3: Collect input from stakeholders with interest in data for research, reference, and communication: Parents, Advocates, Planning Councils, Regional Resource Center.

Strategy: Develop materials and use appropriate media for different groups. Use communication/information as an avenue to obtain input. Ensure that all areas of the County and all languages are included in communications. When communicating in front of groups, give only information on project status, not on research findings – presentations are for research purposes. The information presented is to help promote feedback/questions as a result of the communication.

- a. Develop a presentation on project and project status to be used in communications with various stakeholder groups. This will be enhancement/"fleshing out" of piece Helen King has already prepared.

- Timeline: Complete by 10/25/00
- Responsibility: Helen King, Kathy Malaske-Samu, Mary Hruby, Emma Jackson
- Status: Written materials have been developed and distributed. Presentation development has been put on hold until the results of the CDD Pilot Project funding are available, as it would impact the level of activity of the project.

- b. Make presentations, gather feedback with the following groups as opportunities arise at meetings, conferences, seminars, etc. The objective is to get the word out about this project to all concerned stakeholders, at venues where the opportunity arises.

- Timeline: First communications should be underway by 1/01
- Responsibility: All members of the Work Group will be responsible for making stakeholders aware of this project, answering questions, soliciting input, and bringing that input back to the Work Group. Specific Work Group members have assumed responsibility for assuring this activity with some stakeholder groups:

Parents: Kimberly Dobson Garcia to coordinate presentations at parent advisory meetings. Work Group members making presentations before these groups should advise Kimberly.

Contractors (via professional organizations)

All Work Group members to make presentations as opportunities arise.

Specific Work Group members take responsibility for some of the organizations:

Helen King	LAAPP
Kimberly Dobson Garcia	LARRG
Dolores Meade	CCDAA
Ellenor Hodson	LA Execs
Rosa Arevalo	Family Child Care Home Networks

Local Planning Committee (CCPC): Ellenor Hodson

Service Planning Area Councils (SPA/s) Helen King

Ethnic community groups: Although most representatives of these groups will likely hear a CEL presentation through participation in one of the other stakeholder groups listed, efforts will be made to assure that none are missed. Kathy Malaske-Samu will compile list of ethnic community groups by 1/6/01. Rosa Arevalo will coordinate efforts to assure that all groups have opportunity to hear presentation and give input.

Human Service Alliance: Erin Shaffer

**Child care centers and
family child care providers** Work Group members
Advocates: Erin Shaffer

- c. Recruit representatives from LAUSD, LACOE and a small center to participate on Work Group.

- **Timeline:** Complete by 12/15/00
- **Responsibility:** Kathy Malaske-Samu Rosa Arevalo
- **Status:** In-process

Pilot Participant Selection

Task 1: Identify who is interested in participating.

Strategy: Identification will be accomplished through input collected while conducting research among contractors.

- a. Develop list of interested organizations.

- **Timeline:** 12/5/00
- **Responsibility:** Ellenor Hodson

- Status: *This process was fast tracked in light of the Pilot Project funding. Seven APPs have agreed to participate and additional agencies will be invited to participate over the next two months. See Attachment A1.*

Task 2: Select additional participants.

Strategy: Criteria for inclusion of additional organizations is the first phase of the pilot project will include interest, comfort level with electronic databases and systems, financial and human resources available, and timeframe of the contractor's "high" admissions period. Geographic representation will also be considered, assuring participants from throughout the County.

a. Develop selection criteria

- Timeline: Complete at February 2001 CEL meeting
- Responsibility: All Work Group members

b. Create list of potential participants.

- Timeline: February 2001 CEL Work Group meeting
- Responsibility: Work Group members

c. Contact potential participants and invite them to join project.

- Timeline: February 2001
- Responsibility: Ellenor Hodson, Kathy Malaske-Samu

d. Conduct briefing for pilot participants, to include project history, plan, perhaps vendor demonstrations.

- Timeline: February/March 2001
- Responsibility: Emma Jackson

Design/Selection of System

Task 1: Research CEL software that is available.

Strategy: Focus on the two CEL vendors that are already active and known by the Statewide CEL project. The intent is to develop an internet system so as to maximize and facilitate access to the CEL, streamline updating and accuracy. Survey contractors to learn about their technology and capacity.

a. Arrange for demonstration/presentation from each of the two vendors.

- Timeline: Thursday, September 28, 9:00AM to noon
David Grant, Inc. (Sherman Oaks) - 9:00AM
Controltec, Inc. (Fallbrook) 10:30AM
- Responsibility:
Emma Jackson: Call vendors and set up demos for September 28.
Ellenor Hodson: Call Glendale USD. During the demo, ask vendors about training and support services that are offered as part of package.
- Status: Demonstration is completed.

Task 2: Define data elements and programs to be included in our CEL – clear definitions that will be understood by all participants, stakeholders, funding sources.

Strategy: Prepare list based on standard CEL requirements and input obtained from contractors during Research Component. Identify programs behind the data that are needed to make the system easy to use for extracting specific data and generating aggregate reports. Such programs, or subroutines, connect data elements to one another; for example, they enable users to input a zip code and pull up a list of schools or transportation resources in that area.

a. Obtain latest standard CEL elements list from State.

- Timeline: Complete by 11/15/00
- Responsibility: Helen King
- Status: Completed. Copies included in announcement of the pilot project proposal.

b. Identify other elements and subroutines needed, based on input obtained from contractors during Research activity.

- Timeline: 1/5/01-1/20/01
- Responsibility: Helen King

c. Select data elements (in addition to standard elements) and subroutines to be included in our CEL. Criteria for selection: magnitude (numbers of records using the element or subroutine), special contractor priorities, special needs, advantage it will offer (incentive).

- Timeline: Complete at Work Group meeting in January 2001
- Responsibility: All Work Group members

d. Prepare final list of data elements and subroutines.

- Timeline: Complete by 1/30/01
- Responsibility: Helen King

e. Submit final list (d. above) to full Work Group for review and approval.

- Timeline: Complete by 1/30/01
- Responsibility: Helen King

f. Report to CCPC.

- Timeline: March 2001 meeting
- Responsibility: Ellenor Hodson

Task 3: Recruit consultant to oversee system design and selection. **This section assumes funding from the Pilot Project.**

Strategy: Recruit a consultant with expertise in systems development, the ability to communicate with service providers, software and hardware technicians; and experience developing projects through committees to assist Work Group in developing the CEL.

a. Emma Jackson agreed to chair sub-committee on consultant recruitment. This sub-committee will work with staff, CAO Personnel to finalize process.

Mary Hruby	Crystal Stairs
Narneen El Farra	Child Care Information Service
Amy Reed	Child Care Information Service

b. Recruitment effort would begin on December 27, 2000. Agreement to be finalized by January 22, 2001.

Task 4: Finalize software and hardware selection for local CEL.

Strategy: Submit specifications to vendors for CEL software and hardware. Specifications will take into account mandated data elements, require at least 12 months of consultation with participating organizations, and regular reports on system utilization. Consultant and Work Group will review contractor hardware and software capabilities.

- Timeline: Finalize specifications by February 28, 2001
- Responsibility: Consultant, Work Group, CAO budget
- Status: Dependent on funding

Task 5: Explore options for low-cost equipment for contractors to facilitate and provide incentives for participation in the CEL.

Strategy: Research vendors for special nonprofit discounts and/or quantity purchases, in-kind donations, etc. Research corporations for current equipment donations.

- Timeline: Preliminary report to Work Group at 1/01 meeting
- Responsibility: Emma Jackson, Mary Hruby
- Status: In process

Task 6: Determine how data in existing contractor systems will be transferred to the CEL.

Strategy: Plan and activities will be based on access to equipment, current media used for managing list, confidentiality requirements, and funding required for successful transfer.

a. Research legal issues regarding confidentiality of information in contractor lists.

- Timeline: Report to Work Group at 1/01 meeting
- Responsibility: Erin Shaffer, Legal Aid Foundation of Los Angeles
- Status: In process

b. Prepare letter for contractors to distribute to parents, notifying them of impending data transfer. Include a copy of the CDD memo regarding CEL.

- Timeline: *Contingent upon funding*
- Responsibility: Consultant, Helen King

c. Advise contractors of transfer dates.

- Timeline: *Contingent upon funding*
- Responsibility: Consultant, Kathy Malaske-Samu, Ellenor Hodson

d. Retain data entry service to input non-electronic records when contractors are unable to do entry themselves.

1) Determine/obtain sources of funding for this work

- Timeline: *Contingent upon funding*
- Responsibility: Consultant, Kathy Malaske-Samu

2) Explore other CCPC members' capacity to assist with this work

- Timeline: February 2001
- Responsibility: Ellenor Hodson to inquire at 2/01 CCPC meeting

3) Identify other data entry services if needed

- Timeline: Complete by February 2001
- Responsibility: Consultant, Kimberly Dobson Garcia

Task 7: Install, test, debug tested system with pilot participants.

Strategy: Progress overall must be monitored on a frequent, regular basis. Participant input on the progress and satisfaction with the system must also be monitored on an ongoing basis. Activities identified below will be contingent upon pilot implementation.

- a. Monitor vendor progress on weekly basis, or more frequently if necessary.

- Responsibility: Consultant, Emma Jackson

- b. Monitor contractor progress and satisfaction with system.

- Responsibility: Consultant, Emma Jackson

Communication/Education

Task1: Establish public relations and education communication channels to all major players as CEL pilot progresses. Some channels are CCPC monthly meetings, contractor newsletters, government, and contractor websites.

Strategy: Create materials and do presentations for various stakeholders, beginning September 2000. Information must be disseminated on an ongoing basis.

- a. Write articles for contractor newsletters and websites about CEL (legislative mandate, Statewide status, Los Angeles County Work Group activities).

- Timeline: Complete by 1/15/01 (Work Group to review prior to January meeting. Send out to contractors by 2/1/01.)
- Responsibility: CCPC staff
- Status: Pending outcome of Pilot Project funding.

- b. Work group reports at CCPC regular monthly meetings

- Timeline: Ongoing, beginning 9/00
- Responsibility: Ellenor Hodson
- Status: Underway

- c. Presentations to SPAs. These should start when there is information available as a result of research and pilot project funding, to present a complete report and clearer picture of what system will look like.

- Timeline: 1/01
- Responsibility: Helen King
- Status: Awaiting pilot project funding announcement.

- d. Presentations to DCFS

- Timeline: 12/00
- Responsibility: Helen King
- Status: Underway

Task 2: Have resources, including contact/point persons and a website, provide information about the project. Contact/point persons will have a reference sheet available to use when responding to questions, concerns.

a. Assign persons willing to provide this service.

- Timeline: Completed 1/7/01
- Responsibility: Helen King, Mary Hruby, Ellenor Hodson, staff and Consultant, once on board.

b. Develop reference sheet.

- Timeline: Completed by 1/15/00
- Responsibility: Helen King will draft, review with Mary Hruby

c. Website: Will be linked to CCPC website.

- Timeline: Complete by February 2001
- Responsibility: Kathy Malaske-Samu to investigate feasibility and report to Work Group at November 2000 meeting. Ellenor Hodson/Kathy Malaske-Samu to present to CCPC for approval, if necessary, at January 2001 meeting.

d. Status: Pending pilot project funding

Task 3: To bring contractors more deeply into the project than articles or presentations will allow, convene meetings for in-depth review and discussion of the CEL project.

Strategy: Convene four meetings in February 2001, in various parts of the County to encourage participation. Have presentations and discussion by a panel consisting of contractors who are participating in CELs in other counties (what has worked, what hasn't), Fran Kipnis (Statewide CEL coordinator), work group members (reports on research findings, CDD report on technology survey). Make it a very structured meeting to assure that all information is disseminated and concerns are aired. Panel, perhaps a facilitator, speaking time limitations.

a. Reserve locations for meetings.

- Timeline: 11/00
- Responsibility: CCPC staff

b. Find/recruit panelists.

- Timeline: 12/00
- Responsibility: Work Group members interviewing other CEL program representatives during November 2000 to ask if they are able to participate in a panel in February 2001.

c. Recruit Fran Kipnis.

- Timeline: 12/00
- Responsibility: CCPC staff

d. Issue invitations. These will be disseminated via newsletters, websites, other communications channels being used, and also with separate invitations to contractors.

- Timeline: 1/01
- Responsibility: CCPC staff

Implementation

Task 1: Develop plan for seeking ongoing funding after CEL is up and running.

Strategy: To assure success of the CEL, a plan will be developed and followed to assure necessary funding. It will address funding needed for system housing, equipment enabling participation, updating and maintenance, user training, and staffing requirements.

Research funding sources. Specific activities, timelines and responsibilities will be addressed during last few months of the pilot program, currently assumed to run for 18 months once implemented.

Task 2: Develop complete training program for all contractors who will be using the system.

Strategy: Prepare materials, manuals, training sessions. Develop two approaches: 1) the first approach is designed for individuals and/or organizations such as advocates, Human Service Alliance, etc. that normally refer people to CEL providers/contractors. This will include an overview and demo of the system with no hands-on instruction; 2) the second approach will be for persons who will be using the system and will include an overview, demo, and extensive hands-on training. Timelines and responsibilities for all activities identified below will be determined at conclusion of the pilot program, currently assumed to run for 18 months once implemented.

- a. Develop demonstrations
- b. Design complete, detailed manuals with step-by-step instructions for all user activities.
- c. Create CDs and/or videos for users.
- d. For researchers, design a fact sheet of information about data available from the system. This will include list of data elements available to researchers (data aggregated) and descriptions.

Task 3: Develop rollout plan – full implementation. This takes place after the pilot is completed.

Strategy: Evaluation of pilot program will be conducted and results reported at meetings of all contractors prior to full implementation. Activities will be accompanied by a full communications effort (articles, presentations) to all stakeholders and possibly to general public through news media. Timelines and responsibilities for all activities identified below will be determined at conclusion of the pilot program, currently assumed to run for 18 months once implemented.

- a. Evaluate pilot through review of activities during pilot program, interviews with participants, surveys.
- b. Develop, test, implement revisions in materials and training, based on pilot participant input.
- c. Convene meetings of all contractors. Report on results of evaluation and revisions program. Have a panel of pilot program participants report on their experiences, recommendations.
- d. Create communications/PR materials.

Evaluation

Task 1: Establish standards by which to measure success of the CEL.

Strategy: The Work Group will establish standards to be used in the evaluation program, based on their own experience and also from expectations identified in preliminary research activities.

During the Group's September 7, 2000 meeting, members created a list of measurement standards:

1. How are the data being used.
2. Elimination of duplications, success in avoiding duplications.
3. Time spent in data entry, record maintenance.
4. Accuracy of income data.
5. Volume of complaint calls received by advocates, State departments.
6. Impact at local agencies:
 - Job elimination
 - New staff required
 - Reliability of system - number and duration of breakdowns, etc.
7. Unexpected benefits

Task 2: Monitor contractor progress and satisfaction with system on a monthly basis.

Task 3: Develop post-implementation evaluation program consisting of a survey of CEL participants and other stakeholders as deemed appropriate.

Strategy: Develop survey instrument with simple rating questions that will measure/rate success of the CEL on a number of outcomes. Establish the standards that will be used to measure success.

- a. Research other CEL contacts regarding their evaluation programs. Request samples of surveys if any are available.

Timeline: Upon full implementation of system

- b. Develop survey.

Timeline: Nine months after implementation

- c. Distribute survey

Timeline: Eleven months after implementation

- d. Analyze results

Timeline: Twelve months after implementation

- e. Report to CCPC

Timeline: Thirteen months after implementation

Child Development Division Contractors in Los Angeles County

CDD Contractors

Attached is a list of all Child Development Division contractors in Los Angeles, arranged by program type, including 152 center-based programs, 11 family child care networks and 15 Alternative Payment Programs. This list was compiled using the 8/29/00 KWIK Report #5, State Preschool Program award listings dated September 13, 2000. Based on this information, there are 159 different organizations in Los Angeles County funded by the Child Development Division and providing child care and development services.

CEL Participants

As described in the Pilot Participant Selection of the Work Plan, the Work Group is currently in the process of surveying all organizations regarding their eligibility lists and their technological capacity. We were not able to implement and fully analyze that survey prior to submitting this proposal. However, seven of the 15 Alternative Payment Program contractors in Los Angeles County have confirmed their willingness to participate in the pilot project, including:

- Child and Family Services
- Children's Home Society
- Connections for Children
- Child Care Resource Center
- Crystal Stairs
- Pomona Unified School District
- Options

If this application is successful, additional agencies will be recruited to participate in the pilot phase through February 2001. It is the goal of the Work Group that by the June 2002 roll-out, at least 50 percent of the funded programs (79 organizations) will be prepared to participate in the Los Angeles County Centralized Eligibility List project. Given our understanding of CEL Projects throughout the state, a 50 percent participation rate is an ambitious, but achievable goal over the next 18 months.

Coding Contractors and CEL Participants

All CDD contractors have been contacted regarding the CEL project. While we have not been able to fully analyze how many of these contractors are prepared to participate in the pilot phase, we do have commitments the seven organizations listed above. These seven agencies provide geographic diversity, include small and very large organizations, include Alternative Payment and center-based operations. While no agencies have refused to participate, there is a "wait and see" attitude is common.

Alternative Payment Programs
Total by Program Type: 15
(unduplicated w/ center programs or
family child care networks - 4)
7 of 15 are Ready to Participate

Sandy Zonniss, Program Director
Child Care Res. Ctr. San Fernando
16650 Sherman Way, Suite 200
Van Nuys, CA 91406
RP

Robert Wiltse, Program Director
County of Los Angeles
Department of Children's Services
425 Shatto Place, Room 150
Los Angeles, CA 90020

Frances Marron-Zamarripa
Crystal Stairs
5105 West Goldleaf Circle
Los Angeles, CA 90056
RP

Aura Zapata Chelstrom
Program Director
Mexican American Opportunity Found
401 North Garfield Avenue
Montebello, CA 90640

Cynthia Langley
Drew Child Development
1779 East 118th Street
Los Angeles, CA 90059

Tammy Baker, Program Director
Child and Family Services
3550 West Sixth Street, Suite 500
Los Angeles, CA 90020
RP

Lisa C. Velarde, Program Director
Children's Home Society of California
1300 West Fourth Street
Los Angeles, CA 90017
RP

Gwendolyn White, Program Director
Community Housing Services
2555 Industry Way, Suite B
Lynwood, CA 90262

Ana Cano, Program Director
Equipoise, Inc.
216 East Bennett
Compton, CA 90224

Eleanor Hodson, Program Director
Pomona Unified School District
1460 East Holt Boulevard
Pomona, CA 91767
RP

Rita Del Rey, Program Director
Child Care Information Service
2700 East Foothill Boulevard, Suite 121
Pasadena, CA 91107

Tak Hamabata, Program Director
City of Norwalk
11929 East Alondra Boulevard
Norwalk, CA 90650

Candi Goggans, Program Director
Connections for Children
2701 Ocean Park Boulevard, Suite 253
Santa Monica, CA 90405
RP

Sandra Pulido, Program Director
International Institute of Los Angeles
3845 Selig Place
Los Angeles, CA 90031

Kelly O'Connell, Program Director
Options
13100 Brooks Drive, Suite 200
Baldwin Park, CA 91706
RP

Family Child Care Home Networks
Total by Program Type: 11
(unduplicated w/ center programs - 3)
2 of 11 are Ready to Participate

Arlene Rhine
AS/CSUN Children's Center
18111 Nordhoff
Northridge, CA 91330

Vickie Kropenske, Program Director
California Hospital Medical Center-LA
1401 South Grand Avenue
Los Angeles, CA 90015

Sandy Zonniss, Program Director
Child Care Res. Ctr. - San Fernando
16650 Sherman Way, Suite 200
Van Nuys, CA 91406
RP

Lydia Lopez Robledo, Program Director
City of Gardena
1651 West 162nd Street
Gardena, CA 90274

Judi Smith
City of Santa Fe Springs
10349 Heritage Park Drive
Santa Fe Springs, CA 90670

Jan Shively
Claremont Unified School District
2080 N. Mountain Avenue
Claremont, CA 91711

Diane Payton, Program Director
Comprehensive Child Development
245 Pacific Avenue
Long Beach, CA 90806

Aura Zapata Chelstrom
Program Director
Mexican American Opportunity
Foundation
401 North Garfield Avenue
Montebello CA 90640

Kelly O'Connell, Program Director
Options
13100 Brooks Drive, Suite 200
Baldwin Park, CA 91706
RP

Rose Arevalo, Program Director
Westside Children's Center
4600 Lindblade Drive
Culver City, CA 90230

Julie Ruelas
Los Angeles Mission College
13356 Eldridge Avenue
Sylmar, CA 91342

Center Based Programs
Total by Program Type: 152

Danny Yitach
Chabad of California
9017 West Pico Boulevard
Los Angeles, CA 90035

Rudy Garcia
CODELA
4141 East Gage
Bell, CA 90201

Kathy Wright
Sulphur Springs Union School District
17866 Sierra Highway
Canyon Country, CA 91351

Mariana Medrano, Program Director
ABC Child Development
3324 West Beverly Boulevard
Montebello, CA 90640

Katarina Orlic-Babic
Antelope Valley Community College
Program Director
3041 West Avenue K
Lancaster, CA 93536

Cyndee Riding, Program Director
Around the Korner
8800 Woodman Avenue
Arleta, CA 91331

Pamela McDonald
Program Director
5700 Atherton Street
Long Beach, CA 90815

Joey Sanchez, Program Director
Bassett Unified School District
904 North Willow Avenue
La Puente, CA 91746

Bemel H. Goldie, Program Director
Burbank Unified School District
330 North Buena Vista Street
Burbank, CA 91505

Ms. Christin Dennis
Baldwin Park Unified School District
3699 North Holly Avenue
Baldwin Park, CA 91706

Barbara Schutte
Child Development Consortium
of Los Angeles
2123 Parkside Avenue
Los Angeles, CA 90031

Herlinda Vasquez
Garvey School District
2730 North Del Mar Avenue
Rosemead, CA 91770

Jerry Hill
The Salvation Army
900 West 9th Street
Los Angeles, CA 90015

Joan Stringer, Program Director
ABC Unified School District
16700 Norwalk Boulevard
Cerritos, CA 90703

Program Director
Antelope Valley High School
44845 Cedar Avenue
Lancaster, CA 93534

Arlene Rhine, Program Director
AS/CSUN Children's Center
18111 Nordhoff
Northridge, CA 91330

Joanne Sato, Program Director
Associated Students
CSU Dominguez Hills
1000 East Victoria Street
Carson, CA 90747

Barbara Hinds, Program Director
Bellflower Unified School District
9301 Flower Street
Bellflower, CA 90706

Conseulo M. Rodriguez
Program Director
Cal Poly Pomona Foundation, Inc.
3801 West Temple Avenue
Pomona, CA 91768

Ana J. Campos
Bassett Unified School District
904 North Willow Avenue
La Puente, CA 91746

Wendy Yan
Chinatown Service Center
767 North Hill Street, Suite 400
Los Angeles, CA 90012

Cecilia Rodriguez
Southeast Los Angeles County
Private Industry Council
10900 East 183rd Street
Cerritos, CA 90701

Jayne Okazaki
Youth Development Partnership
Program
4859 West Slauson Avenue
Los Angeles, CA 90056

Lola Roberts, Program Director
Alhambra City Elementary
School District
19 North Hidalgo Avenue
Alhambra, CA 91801

Ethel Antoine, Program Director
Archdiocese of Los Angeles
1543 West Olympic Boulevard, Ste 420
Los Angeles, CA 90015

Dr. Cathy Wilmore
Program Director
5620 Delongpre Avenue
Los Angeles, CA 90028

Leticia Castor, Program Director
Baldwin Park Unified School District
3699 North Holly Avenue
Baldwin Park, CA 91706

Joyce Robinson, Program Director
Bright Faces Child Development
Center, Inc.
1840 North Raymond Avenue
Pasadena, CA 91103

Pam Kisor, Program Director
Cal State Los Angeles
Auxiliary Services
2301 North Levanda
Los Angeles, CA 90032

Julis Reynolds, Program Director
Calvary Baptist Day Care Center
12928-A Vaughn Street
San Fernando, CA 91340

Phillipa Johnson, Program Director
Charles R. Drew University of
Medicine & Science
135 West Victoria Street
Long Beach, CA 90805

Nancy Reynolds, Program Director
Child and Family Center
P.O. Box 801330
Santa Clarita, CA 91380

Dave Newman, Program Director
Children's World Learning Centers
23412 Moulton Parkway, Suite 130
Laguna Hills, CA 92653

Judi Smith, Program Director
City of Santa Fe Springs
10349 Heritage Park Drive
Santa Fe Springs, CA 90670

Shirley Edwards, Program Director
Compton Community College
1111 East Artesia Boulevard
Compton, CA 90221

Celeste Salinas, Program Director
Covina Valley Unified School District
1024 West Workman Avenue
West Covina, CA 91790

Doris Davis, Program Director
Daisy Foundation
4206 East Rosecrans Avenue
Compton, CA 90221

Ray Allen, Program Director
Dubnoff Center for Child Development
10526 Dubnoff Way
North Hollywood, CA 91606

Raquel Saenz, Program Director
Eben-Ezer Children's Day Care
13232 Kagel Canyon Street
Pacoima, CA 91331

Armine Lalaian-Sanjar
Program Director
Catholic Charities of Los Angeles, Inc.
511 Kalisher Street
San Fernando, CA 91340

Virginia Yoshiyama, Program Director
CHARO Community Development
Corporation
5777 Lockheed Avenue
Whittier, CA 90606

Bess May, Program Director
Children's Collective, Inc.
P.O. Box 7363
Los Angeles, CA 90007

Diane Hinds, Program Director
Citrus Community College District
1000 West Foothill Boulevard
Glendora, CA 9171

Jan Shively, Program Director
Claremont Unified School District
2080 North Mountain Avenue
Claremont, CA 91711

Erma D. Davis, Program Director
Compton Unified School District
604 South Tamarind Avenue
Compton, CA 90220

Leonard Lefitz, Program Director
Creative World, Inc.
9231 Gerald Avenue
Northridge, CA 91343

Diane Fauntireoy, Program Director
Drew Child Development Corporation
1770 East 118th Street
Los Angeles, CA 90050

Stephen Ritter
East Whittier City Elementary
School District
14535 East Whittier
Whittier, CA 90605

Janet E. Lambert, Program Director
El Camino Community College
16007 Crenshaw Boulevard
Torrance, CA 90506

Myrna Barientos, Program Director
Centro De Ninos, Inc.
379 South Soma Drive
Los Angeles, CA 90017

Deborah Slobojan, Program Director
Charter Oak Unified School District
18455 East Railroad Street
City of Industry, CA 91748

Tonie Denton, Program Director
Children's Institute International
711 South New Hampshire Avenue
Los Angeles, CA 90005

Larry Arakaki, Program Director
City of Los Angeles
Dept of Recreation & Parks
City Hall East
200 North Main Street #1330
Los Angeles, CA 90012

Diane Payton, Program Director
Comprehensive Child Development
245 Pacific Avenue
Long Beach, CA 90806

Paula McNeil Jeppson
Program Director
Covina Development Center
240 South Grand Avenue
Covina, CA 91724

Elsa Cobin/Audrey Jones
Program Director
Culver Unified School District
10800 Farragut Drive
Culver City, CA 90232

Betty Forbeck, Program Director
Duarte Unified School District
1620 East Huntington Drive
Duarte, CA 91010

Allie Smith, Program Director
Easter Seal Society of Southern
California, Inc.
16946 Sherman Way, #100
Van Nuys, CA 91406

Lisa Dunbar, Program Director
El Monte City School District
3920 Gibson Road
El Monte, CA 91731

Donnelton, Program Director
El Monte Union High School District
10807 Ramona Boulevard
El Monte, CA 91731

Lisa Velarde, Program Director
Fairplex Child Development Center
P.O. Box 2250
Pomona, CA 9169

Brigitte Thompson, Program Director
Foundation for Early Childhood
Education
535 South Clarence Street
Los Angeles, CA 90033

Jeanette Tashiro, Program Director
Glendale Community College
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Glendale, CA 91208

Gabriela Strambini, Program Director
Hacienda-La Puente
Unified School District
1234 Valencia Avenue
Hacienda Heights, CA 91745

Wilma Kiel, Program Director
Hoover Intergenerational Care
3216 South Hoover Street
Los Angeles, CA 90007

Noelia Diaz, Program Director
Kedren Community Health Center
710 East 111th Place
Los Angeles, CA 90059

Sue James, Program Director
Lancaster Elementary School District
44711 North Cedar Avenue
Lancaster, CA 93534

Teresa Antonelli, Program Director
Long Beach Day Nursery
1548 Chestnut
Long Beach, CA 90813

Socorro Ceja, Program Director
Los Angeles County/
USC Medical Center Auxiliary
1200 North State Street, Room 1900
Los Angeles, CA 90033

Angelica Garcia, Program Director
El Rancho Unified School District
7601 South Cord Avenue
Pico Rivera, CA 90660

Sonoya Wynne, Program Director
Faithful Central Education Center, Inc.
2008 West 70th Street
Los Angeles, CA 90047

Maureen Bateman, Program Director
Garvey Elementary School District
2730 North Del Mar Avenue
Rosemead, CA 91770

Constance J. Lue, Program Director
Glendale Unified School District
223 North Jackson Street
Glendale, CA 91206

Maria Garcia, Program Director
Hawthorne Elementary School District
12902 Washington Avenue
Hawthorne, CA 90250

Tahereh Grarkani
Acting Program Director
Inglewood Unified School District
10409 Tenth Avenue
Inglewood, CA 90303

K. C Brown, Program Director
LA Child Care & Development Council
2701 North Main Street
Los Angeles, CA 90031

Joan Davis, Program Director
Lawndale School District
4161 West 147th Street
Lawndale, CA 90260

Martha Keizer, Program Director
Long Beach Unified School District
2209 Seabright Avenue
Long Beach, CA 90810

Michael Simone, Program Director
Los Angeles Community College District
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

Lee Schoenwetter, Program Director
Estrada Courts Residential
Management Corporation
25504 Via Juana
Valencia, CA 91355

Marguerita Townsend, Program Director
Fed of Preschool & Comm Educ Ctr
22504 South Avalon Boulevard
Carson, CA 90745

Gloria Davis, Program Director
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2057 West Century Boulevard
Los Angeles, CA 90047

Elizabeth Ricksecker, Program Director
Grandview Presbyterian Church
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Glendale, CA 91201

Sandra Scranton, Program Director
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International Institute of Los Angeles
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Willia Aldredge, Program Director
Los Angeles Alumni
Chapter Delta Sigma Theta
5120 Goldleaf Circle, Suite 270
Los Angeles, CA 90056

Alfereda James, Program Director
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League
222 Olive Avenue
Long Beach, CA 90806

Andrew Kennedy, Program Director
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Superintendent of Schools
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Cerritos, CA 90703

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2029 West Washington Boulevard
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1360 West Temple Street
Los Angeles, CA 90026

Melanie Terrell, Program Director
Lynwood Unified School District
11321 Bullis Road
Lynwood, CA 90262

Donna MacLeod, Program Director
Monrovia Unified School District
1000 South Canyon Boulevard
Monrovia, CA 91016

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Walnut, CA 91789

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New Bethel Apostolic Assembly
11111 South Western Avenue
Los Angeles, CA 90047

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Ocean Park Child Care Foundation
235 Hill Street
Santa Monica, CA 90405

Carol Rush, Program Director
Palmdale Elementary School District
19139-49 10th Street East
Palmdale, CA 93550

Linda Gordon, Program Director
Parents Infant Care Services, Inc.
401 Ashland Avenue
Santa Monica, CA 90405

Manuel Garcia, Program Director
Plaza Community Center
648 South Indiana Street
Los Angeles, CA 90023

Hughene M. Kolenic, Program Director
Redondo Beach Unified School District
1401 Inglewood Avenue
Redondo Beach, CA 90278

Mary Idella Coleman, Program Director
Los Angeles Urban League
7226 South Figueroa Street
Los Angeles, CA 90003

John Giovati, Program Director
Manhattan Beach Unified School District
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Manhattan Beach, CA 90266

Mary Lou Williams, Program Director
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123 South Montebello Boulevard
Montebello, CA 90640

Susan Skousen, Program Director
Mount Saint Mary's College
17 Chester Place
Los Angeles, CA 90007

Betty Granger, Program Director
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Valencia, CA 91355

Deborah Slobojan, Program Director
Options-A CC & Human Services
Agency
18455 East Railroad Street
City of Industry, CA 91748 RP

Renee Swain, Program Director
Para Los Niños
845 East 6th Street
Los Angeles, CA 90021

Nicki Harmon, Program Director
Pasadena Area Community College
1324 East Green Street
Pasadena, CA 91106

Rosemarie Sims, Program Director
Plaza de la Raza Head Start, Inc.
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Commerce, CA 90040

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Program Director
Mexican American Opportunity Found
401 North Garfield Avenue
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Mountain View Elementary
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2109 Burkett Road
El Monte, CA 91733

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2555 Industry Way, Suite B
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1227 South Sierra Bonita Avenue
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Paramount Unified School District
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Paramount, CA 90723

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351 South Hudson Avenue
Pasadena, CA 91109

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Proyecto Pastoral
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3600 Workman Mill Road
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Rosemead, CA 91770

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18455 East Railroad Street
City of Industry, CA 91748

Rosemary Olachea-Heaslip
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San Gabriel Unified School District
304 South First Street
Alhambra, CA 91801

Diane Stewart, Program Director
Santa Clarita Community College
26455 North Rockwell Canyon Road
Valencia, CA 91355

Nancy Cohen, Program Director
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Unified School District
2430 16th Street
Santa Monica, CA 90405

Joan McGowan, Program Director
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School District
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Family Center
101 North La Brea Avenue, Suite 100
Inglewood, CA 90301

Judy Alexander, Program Director
St. Joseph Center
204 Hampton Drive
Venice, CA 90291

Mildred A. Lovett, Program Director
The Children's Center, Inc.
2419 Griffith Avenue
Los Angeles, CA 90011

Melrose H. Mediwake, Program Director
The Montessori Association of Covina
1969 Paseo Gabriela
San Dimas, CA 91773

Zenorina Lopez, Program Director
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12000 East Washington Boulevard
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Torrance, CA 90504

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Paula Kaplan, Program Director
Vista Del Mar Child and Family
6726 Melrose Avenue
Los Angeles, CA 90038

Oscar Santos, Program Director
Volunteers of America of Los Angeles
11243 Kittridge Street
North Hollywood, CA 91606

Rose Arevalo, Program Director
Westside Children's Center
4600 Lindblade Drive
Culver City, CA 90230

Pat Rivadeneyra, Program Director
YMCA of Greater Long Beach
15530 Woodruff Avenue
Bellflower, CA 90706

Marilyn Wotton, Program Director
YMCA of Metro Los Angeles
625 South New Hampshire Avenue
Los Angeles, CA 90005

Carolyn Loveridge, Program Director
Young Horizons
501 Atlantic Avenue
Long Beach, CA 90802

George Battle, Program Director
YWCA of Glendale
735 East Lexington Drive
Glendale, CA 91206

Rosanne Ghiazza, Program Director
YWCA of Greater Los Angeles
3345 Wilshire Boulevard, Suite 300
Los Angeles, CA 90010

**CHILD CARE PLANNING COMMITTEE
CONSOLIDATED ELIGIBILITY LIST WORK GROUP**

Meeting Attendance and Mailing List

The following individuals attended and participated in at least one Work Group meeting during Workplan development:

Ellenor Hodson, Chair
Pomona USD
1460 East Holt Avenue
Pomona, CA 91768
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Fax: 909-623-5158
Email: ellenor.hodson@pomona.k12.ca.us

Rosa Arevalo
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Culver City, CA 90230
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Baldwin Park, CA 91706
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Fax: 626-960-6083
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Narneen El Farra
Child Care Information Center
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Pasadena, CA 91107
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Fax: 626-449-8296

Bill Ewing
Pomona Valley Education Foundation
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Upland, CA 91784
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Email: rvewing@msn.com

Martha Gonzalez
Connections for Children
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Fax: 310-452-3984

Mary Hruby
Crystal Stairs, Inc.
5200 West Century Blvd., Suite 1000
Los Angeles, CA 90045-5928
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Fax: 323-421-2470
Email: mhruby@crystalstairs.org

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Consumer
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Harbor City, CA 90710
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Helen King
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Child Care Program
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Los Angeles, CA 90020
Phone: 213-351-5827
Fax: 213-351-5881
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Dolores Meade
CCDAA
100 North Citrus, #300
West Covina, CA 91791
Phone: 626-967-7848
Fax: 626-967-8638
Email: dmeade@optionscc.org

Consolidated Eligibility List Work Group
Participants and individuals who received mailings

Nurhan Pirim
DPSS - CalWorks CC Program
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Industry, CA 91746
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Los Angeles, CA 90012
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Fax: 213-640-3911
Email: eshaffer@lafila.org

Dorothy Shepherd
Head Start
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Los Angeles, CA 90007
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Jan Shively
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Fax: 909-621-9039
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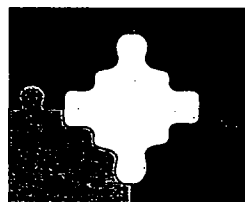
The following individuals received meeting summaries, workplan drafts, and the final Workplan.

Joanne Brenner	Glendale USD
Bill Card	Glendale USD
Mary Emmons	Children's Institute
Jan Isenberg	LACOE
Craig Lancaster	LAUSD
Robert Wiltse	DCFS
Marilyn Wotton	YMCA Los Angeles

**LOS ANGELES CHILD CARE CENTRALIZED ELIGIBILITY LIST (CEL) SURVEY
NOVEMBER 2000**

Help us make the pieces fit together for Los Angeles County. We need **you** in helping to make the CEL a reality. Your willingness to participate will insure success.

Why should you participate? Here are just a few worthwhile reasons:



1. User friendly system;
2. Unduplicated, centralized and consistent information;
3. One database for enrolling families;
4. Basic system that is expandable; and
5. Uniform procedures

If you have any questions, please feel free to call either Helen King at (213) 351-5827 or Ellenor L. Hodson at (909) 397-4740 x5221. Please, take the time to fill this survey out (one per agency) and return promptly by December 4, 2000 to:

Helen King
Los Angeles County DCFS
Child Care Program
425 Shatto Place, Room 150
Los Angeles, CA 90020

Thank you for helping us all!

1. Who will be your agency's contact person for Eligibility/Waiting List survey related questions?

Name: _____

Title: _____

Organization: _____

Address: _____

City/Zip Code: _____

County: _____

Telephone () _____

Fax () _____

E-mail () _____

2. Please check the statement that best describes the type of Eligibility List you already have in place.

Type of List	APP	CDE Center Based (0-5)	State Preschool	School Age	FCHN
Non-Automated system (paper, card file)					
A computerized, standardized or customized system that is not connected to the Internet. Please circle one: PC or MAC					
How many children are on each Eligibility List?					

3. Check the word that best describes the computer skill level of any staff who currently maintains your eligibility list (e.g., taking applications, updating).

_____ Beginner _____ Intermediate _____ Advanced

A. What types of training would your staff need to feel comfortable and competent using an automated, internet-based eligibility list system? _____

B. What type of hardware would your staff need to use an automated internet-based eligibility list system? _____

C. Does any member of your staff have computer skills and expertise that could be shared to help train other staff on how to work with a new, automated eligibility list system? __Yes __No

Any comments on this question? _____

4. Please prioritize the topics that you would like included for a Presentation Meeting?

_____ Benefits of the CEL _____ Observing models of successful CELs
 _____ CEL technological issues _____ Statewide CEL compatibility issues
 _____ CEL funding strategies _____ Other _____

Many thanks for your time!

+ CEL AGENCY USER SURVEY

Agency Name: _____ Date: _____

Contact: _____ Phone: _____

1. What planning issues were of concern to your agency and what strategies were used to rectify them?
- | | |
|--------|------------|
| Issues | Strategies |
|--------|------------|

2. When using CEL software, what successes and challenges have you had? Please describe.
- | | | |
|-------------------|-----------|------------|
| Software/Hardware | Successes | Challenges |
|-------------------|-----------|------------|

3. What are some of the implementation benefits, successes and challenges you have faced?
- | | | |
|----------|-----------|------------|
| Benefits | Successes | Challenges |
|----------|-----------|------------|

4. Any programmatic or agency issues?

5. Does the CEL meet or exceed your expectations? Why? _____

6. Are you still maintaining a duplicate (in-house/proprietary) eligibility list? ☐ Yes ☐ No
If not, please explain: _____

7. How did you do your Eligibility List prior to CEL? _____

CEL SURVEY

CEL Name: _____ Date: _____
 Contact: _____ Phone: _____

How many agencies in your county are using the CEL system? _____

How many could be using the CEL system? _____

What program types are currently in your CEL? (Be specific) _____

Please provide us with some agencies that we could call to ask about their CEL experiences:

Agency:	Contact:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. What planning issues were of concern and what were the strategies used to rectify them?

Issues	Strategies
_____	_____
_____	_____
_____	_____

2. What technologies are you using and what successes and challenges have you had or are you having?
 Please describe.

Software/Hardware	Successes	Challenges
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What are some of the implementation benefits, successes and challenges you have faced?

Benefits	Successes	Challenges
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Any programmatic or agency issues?

5. Are you willing to send us copies of any CEL surveys you had done for use in our needs assessment?

_____ Yes _____ No

PROJECTED CEL PILOT PROJECT BUDGET
January 1, 2001 through June 30, 2002

A: PROPOSED BUDGET		B: SECURED INCOME	
Notes: "Service contracts" could include hardware & software consultants or vendors. "Other operating" expenses could include telephone, utilities, etc. "Indirect cost" can only be charged for an item that would normally fall under categories 1000-5000 but is not listed in these line items because it cannot be separately identified. Indirect costs may not exceed 8% of the total of the first five categories.		<i>Identify the sources of funds that are being used to support this pilot project.</i>	
1000 Certified Salaries	\$	Membership Fees	\$
2000 Classified Salaries	\$	Grants	\$
3000 Employee Benefits	\$	Donations	\$
4000 Materials and supplies	\$ 25,000	Other:	\$ 10,000
Rent/Lease	\$	Other:	\$
Service Contracts	\$ 184,000	TOTAL INCOME	\$ 10,000
Other:	\$		
Other:	\$	C: AMOUNT NEEDED	
5000 Services & other operating expenses (total of 4 items above)	\$ 184,000	<i>Subtract the secured income from the total Pilot Project Budget to identify the funds being requested.</i>	
6400 New Equipment	\$ 50,000		
6500 Equipment Replacement	\$		
Depreciation or Use Allowance	\$		
Indirect Cost	\$	Pilot Budget	\$ 259,000
Other:	\$	Secured Income-	\$ - 10,000
Other:	\$		
BUDGET TOTAL	\$ 259,000	AMOUNT NEEDED	\$ 249,000
D: Budget Notes			
1. Use this space to help clarify the proposed budget. If rent/lease budgeted, identify rate/sq. ft. If budgeting for a percentage of the administrative cost, identify how calculated. See Management Bulletin #00-22, page 5, CEL Pilot Project Budget. <div style="text-align: center;">See Attached</div>			
2. Provide an explanation of the source of income, including donations, grants, fundraising, and other income sources. <div style="text-align: center;">\$10,000 to be directed from Local Child Care Planning Grant</div>			
3. Identify the specific budget items for which funds are being requested. For equipment and software purchases, identify each item, manufacturer and model number. Note prior authorization is required for any purchase exceeding \$2,500 for any articles, supplies, equipment, or services.			
Type of expenditure and description		Amount	
See Attached		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL DOLLARS REQUESTED		\$	

If additional space is needed to clearly describe or explain the budget, attach additional pages.

1. Service Contracts includes the following costs:
 - \$54,000 for Project Consultant estimated at 20 hours per week for 78 weeks.
 - \$60,000 for temporary data entry and clerical support for Consultant
 - \$70,000 for software purchase, installation, start-up consultation and training, server maintenance for the CEL project.

3. Software: The Work Group is considering NoHOCARE by David Grant and KinderWait by Norbert Haupt. Final decision is pending results of contractor survey to determine compatibility of systems and availability of funding. \$70,000 have been budgeted to allow for purchase and customizing of software, start-up training and consultation, and roll-out with at least 50% of agencies in Los Angeles participating at the end of the 18 month period. In addition, \$30,000 have been budgeted for temporary data entry, to transfer data from current systems to CEL.

Equipment: A survey of contractors has revealed a need for updated computer hardware and internet connections. \$50,000 have been budgeted for this purpose. Specific models will be identified after the final analysis of the contractor survey and selection of software package.